



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1230.1E
5
2 Apr 01

COMBAT CENTER ORDER 1230.1E

From: Commanding General
To: Distribution List

Subj: CLASSIFICATION TESTING PROCEDURES

Ref: (a) MCO 1230.5A

1. Situation. To establish standard procedures for administering the Marine Corps Classification Testing Program.

2. Cancellation. CCO 1230.1D.

3. Mission. The Marine Air Ground Task Force Training Command (MAGTFTC) Marine Corps Air Ground Combat Center (MCAGCC) is authorized to establish and maintain a Classification Testing Program that includes the Armed Forces Classification Test (AFCT), the Defense Language Proficiency Test (DLPT), the Electronic Data Processing Test (EDPT), the Defense Language Aptitude Battery (DLAB), and a Typing Test.

4. Execution

a. The Marine Corps Community Services' (MCCS) Personal Services Division oversees the Classification Testing Program and the Education Office administers all classification tests.

b. Tests are administered at scheduled times. Scheduling for testing is necessary to ensure enough testing materials are available. Service members must be in uniform, provide a current identification card, and report at the scheduled test time. Test schedules are provided to the Units' Education Officers quarterly and may also be obtained at the education office.

c. Enlisted personnel must provide a recent copy of their Basic Training Record (BTR) and Officers must bring their Officer Qualification Record (OQR).

d. Requests for group testing must be submitted to the Education Office via memorandum to include the following information:

CCO 1230.1E
2 Apr 01

- (1) Name, Grade, Social Security Number, MOS, and Components.
- (2) Test type.
- (3) Date last tested.
- (4) Requested test date.

5. Administration and Logistics

a. Commanding Officers shall:

- (1) Ensure wide dissemination of the contents of this Order.
- (2) Ensure personnel are counseled properly and scheduled appropriately.
- (3) Ensure that Unit Career Planners counsel personnel on testing requirements for reenlistment, reassignment, and retraining as well as identify remedial students and refer them to the Unit Education Officer for further processing.

b. The Education Officer will:

- (1) Ensure tests are maintained and administer in accordance with the reference.
- (2) Prepare and disseminate semi-annual testing schedules.

6. Command and Signal

a. Signal. This Order effective date signed.

b. Command. This Order is applicable to all commands and organizations aboard MAGTFMC MCAGCC.

//signed//
F. M. STEWART
Chief of Staff

DISTRIBUTION: A-1